



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

CHECKLIST FOR SIGN APPLICATIONS WITHIN HISTORICAL DISTRICT or WITHIN OFFICE AND PROFESSIONAL ZONE

This packet contains the filing form and information for submitting a sign application within the Historical District, or within the “OP” Office and Professional Zone. This would apply to a new sign, to any alteration to an existing sign, or the relocation of a sign.

All signs within the Historical District require approval by the Planning Commission. The Commission meets the 2nd and 4th Thursdays of each month, at 6:30 at City Hall. A complete application will be scheduled for the earliest possible Commission meeting for review.

The following information provides standards for signage within Nevada City’s Historical District:

1. **Ordinance 88-08**
2. **Ordinance 338 – Nevada City’s Historical District Ordinance**
3. **Nevada City Design Guidelines**
4. NOTE: The Commission reviews the proposed sign colors and an excellent reference of historical colors is the Benjamin Moore “Historical Color” palette. A copy is available for review at City Hall.

PROCESS: Once a complete application has been submitted, it will be placed on the next available Planning Commission agenda. An application should be submitted at least 10 days prior to a Commission meeting. The applicant or their representative **MUST** be present to discuss the application at this meeting.

Checklist for application submittal: Please include the following items as applicable:

- () 1. Sign application, signed by owner. If signed by a representative, include a letter of authorization from the property owner(s).
- () 2. **Filing fee of \$50.**
- () 3. Ten copies of proposed sign, providing dimensions.
- () 4. Photograph of building, indicating where sign is to be located. (Using a digital camera and printing on 8-1/2” by 11” paper is acceptable.)
- () 5. Depiction of how sign is attached to building, or site plan showing location of sign on property.
- () 6. Specifications of any bracket to be used (material, color)
- () 7. Ten color chips of all colors to be used. If using the Benjamin Moore historical color palette, the color name and number can be used rather than submitting color chips.



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OFFICE USE ONLY

Filing Fees

Chk

Cash

Bus. Lic.

APPLICATION FOR HISTORICAL DISTRICT SIGN

Applicant

Name

Address

City, State

Phone

Owner's name if different from above

Check all that apply:

☐ Erect a new sign

☐ Alter an existing sign

☐ Relocate a sign

Supporting data must be attached for new signs & alterations:

• Colored rendering of proposed sign

• Color chips

• Material specs

Address and Assessor's parcel number of property where sign is proposed:

Street Address

Assessor's Parcel Number

Description of sign: PLEASE ATTACH A COLORED RENDERING OF SIGN & BRACKET & PHOTO OF BUILDING.

Size

Proposed location on building

Materials

Colors (list name and number if taken from Benjamin Moore Historical Palette)

Aggregate sign inventory:

How many business entrances are there on the building? _____

How many businesses now occupy the building? _____

List existing signs that will remain on the building (use reverse side if needed)

Business

Sign dimensions

I am the owner or authorized agent for the subject property.

Signature

Date

-----FOR OFFICE USE ONLY-----

Approved by:

Signature

Date

Signature

Date



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PLANNING COMMISSION SIGN CRITERIA FOR SIGNS IN THE HISTORICAL DISTRICT OF NEVADA CITY

The Nevada City Planning Commission strictly adheres to the following criteria when reviewing sign applications inside the Historical District. The Commission will review the signs against the following criteria.

- The lettering style, color and any proposed graphics or logos will be reviewed against the type of signage that occurred in Nevada City during the period of time between 1849 and 1890.
- Logos and graphics are not usually permitted unless they clearly depict the type of business or services offered, i.e., a boot would be appropriate for a shoe repair store, etc. Any logos must be historically correct.
- All signs must be painted on a wooden background. The Commission will NOT permit any carved, routed or sandblasted signs.
- There shall be no direct illumination of the sign.
- The Commission notes that not all signs that currently exist in the Historical District meet this criteria. Planning Commission decisions will be guided by the above criteria, not by past approvals or other signs now existing in the Historical District.

The City greatly appreciates your cooperation in protecting and enhancing the integrity of the Nevada City Historical District.